

The
Local Government
Boundary Commission
for England

Candidate information pack

April 2024

Director of Corporate Services

c. £80,000 per annum

Stephanie Robinson
Business Manager
07921 336 641
LGBCE@allenlane.co.uk

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AllenLane

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Welcome

Thank you for your interest in the role of Director of Corporate Services with the Local Government Boundary Commission for England (LGBCE).

We may be small in size, but we play a vital role in setting the foundations for local democracy across England. In carrying out our statutory role to conduct reviews of local electoral arrangements, we are reliant on our team of skilled and dedicated staff, from those working directly on reviews to those providing our finance, IT and HR services.

We are looking for someone to lead our corporate services function and ensure we have the resources, governance and systems we need to be able to deliver our role effectively. We have a strong framework in place but there is an opportunity to build on this and for the new Director to identify and take forward improvements and efficiencies to make us even better. The development of a new corporate plan over the coming year will give you the chance to shape the strategic direction of the organisation, and in particular to consider how data and technology can be used to enhance how we work.

We want someone who is a motivated team player, keen to provide visible leadership for a committed and skilled staff group and able to develop strong relationships with our Board and our stakeholders. As well as being a qualified accountancy professional, we are looking for someone with experience across a range of corporate services functions who is able to lead a multi-disciplinary team and manage competing pressures.

We are committed to an inclusive culture and would welcome applications from candidates from diverse backgrounds.

We look forward to hearing from you and hope you will want to join us and play a leading part in the Commission as we enter our next exciting phase.



Ailsa Irvine
Chief Executive

About us

The Local Government Boundary Commission for England (LGBCE) is an independent body, established by Parliament under the provisions of the Local Democracy, Economic Development and Construction Act 2009. Our main responsibility is to conduct electoral reviews by considering the electoral boundaries of local authorities in England and recommending any changes to Parliament.

We are also responsible for:

- Reviewing the administrative (external) boundaries of local authorities in England and making recommendations for changes to the Secretary of State;
- Advising the Secretary of State, at their request, on proposals they receive from local authorities for changes to unitary status;
- Reviewing the constituencies of the London Assembly and recommending any changes to Parliament.

We aim to :

- Make sure that, within each authority, each councillor represents a similar number of electors;
- Create boundaries that are appropriate and reflect community ties and identities;
- Deliver reviews informed by local needs, views and circumstances.

We are accountable to the Speaker's Committee of the House of Commons, which approves annually our budget estimate alongside a rolling five-year corporate plan.

The Commission currently comprises a Chair and five other Commissioners, supported by a Chief Executive and 22 staff. Day-to-day operations of the Commission are delegated to the Chief Executive and the Leadership Team which includes: the Director of Corporate Services, two Review Managers, and the Communications and Engagement Manager.

We are:

- Impartial: giving equal consideration to all views.
- Objective: making recommendations based on evidence.
- Responsive: listening to local opinion.
- Transparent: following clear and open processes.
- Professional: being reliable, efficient and helpful.

Working together, and with others, the LGBCE:

- Believes that an inclusive culture enriches all that we do;
- Values diversity and the diversity that different perspectives and experiences bring to all our work;
- Commits to being a team that is inclusive in the way that it works together and the way it engages with those contributing to our reviews.

Further information on the work of the LGBCE can be found on our website: www.lgbce.org.uk.

How we work

The LGBCE starts and delivers approximately 25 reviews each year, with each review taking approximately 15 months from start to finish. This means that, at any one time, in excess of 40 reviews will be in progress.

Reviews follow an established pattern of early engagement with local authorities and, subsequently, involve at least two periods of extensive consultation (with local authorities, communities and residents). An early task is to determine the number of elected members (council size) and, working with local authority officers, to agree five-year electorate forecasts. The focus then moves on to determining the number, name and shape of wards and divisions within local authorities.

The Commission is keen that reviews are undertaken 'with' local areas and not simply 'done to' local areas. Our recommendations are based on three statutory criteria - electoral equality, community identity, and effective and convenient local government.

More detail on the review process, and how the Commission approaches its work, can be found on the LGBCE website.

Structure of the Commission

The Chair is appointed by HM The King on the recommendation of Parliament and the Speaker's Committee on the Electoral Commission. The Deputy Chair and other Commissioners – the legislation allows for between four and eleven Commissioners in addition to the Chair – are appointed by HM The King on the recommendation of the Secretary of State for Levelling Up, Housing & Communities.

The Commission currently comprises:



Professor
Colin Mellors
OBE, Chair



Andrew Scallan
CBE, Deputy
Chair



Amanda
Nobbs OBE



Steve Robinson
(Chair of Audit &
Risk Committee)



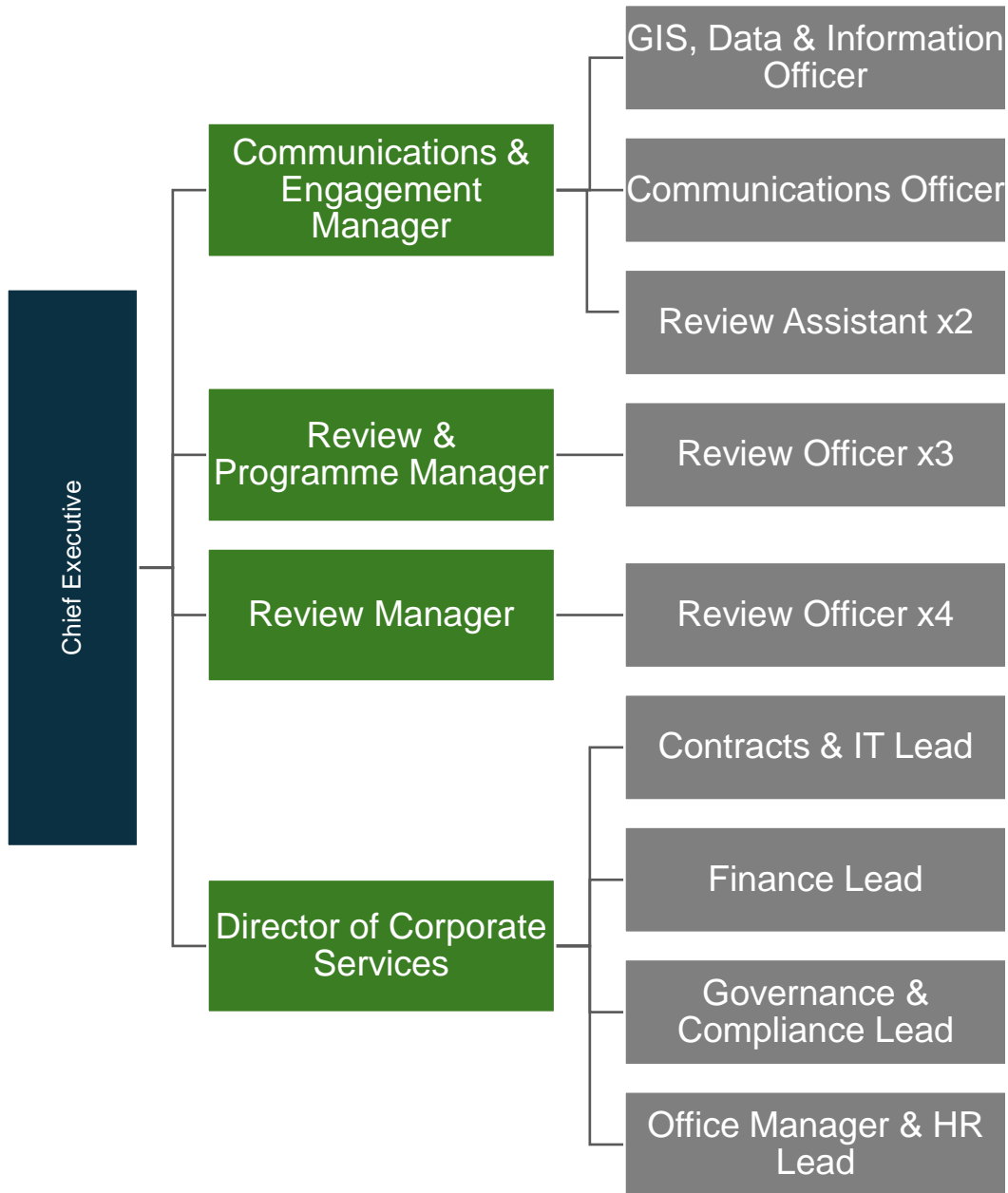
Wallace
Sampson OBE



Liz Treacy

Electoral rights touch every citizen of the country, so it is important that the LGBCE Commissioners and staff come from the widest possible range of backgrounds, bringing us a range of perspectives and ways of thinking. The LGBCE is a Disability Confident Leader.

Organisational chart



Job description

Job title: Director of Corporate Services

Salary: £79,909 rising to £82,368 following one year's completed service

Contract: Full time

Hours of work: 36 per week (7.2 hours per day)

Pension: Automatically enrolled in the Civil Service pension scheme. The Commission also offers the opportunity to join a non-contributory Partnership Pension Scheme instead

Leave: 32.5 days

Location: Hybrid - London office/remote working

Responsible to: Chief Executive

Responsible for: Business Team

Overall purpose of the post

To lead a first-class corporate services function, securing and managing the resources the Commission requires and ensuring our governance and systems support the good running of the organisation.

Main responsibilities

Organisational leadership:

- To support the Chief Executive and the Board in providing strategic leadership for the organisation.
- To oversee the development of the Commission's corporate plan:
 - To support the Chief Executive and the Board in setting the organisation's objectives;
 - To ensure the timely and accurate submission of the corporate plan to the Speaker's Committee.
- To develop the Commission's digital strategy, ensuring its approach to systems and data supports the effective running of the organisation and efficient delivery of its functions.

Financial management:

- To oversee the Commission's finances, in line with Parliamentary, Government and other relevant requirements and guidance.
 - To lead on the development of our main supply estimate and budgets, ensuring their timely and accurate submission to Treasury and the Speaker's Committee;
 - To manage our resources effectively, ensuring we achieve good value for money;
 - To lead on the preparation of our Annual Report and Accounts.

Corporate governance:

- To ensure appropriate governance arrangements are in place for the organisation, including leading and overseeing arrangements for internal control and risk management;
- To advise the Commission Board, Audit and Risk Committee and the Chief Executive on matters of finance, accounting, governance and risk;
- To report to the Commission Board on the organisation's performance and our management of people, risk and finances;
- To lead the secretariat for the Commission Board and Audit and Risk Committee;
- To manage the Commission's relationships with external and internal auditors.

Operational delivery:

- To lead the Business Team in delivering the strategic and operational outcomes of the functions within it, including finance, HR, IT and office management;
- To oversee the management of contractors and suppliers, including those providing IT and financial services to the Commission;
- To authorise payments and oversee management of payments and journal adjustments, and the preparation of internal budgets, management accounts and other periodic financial reports;
- To act as the Commission's Data Protection Officer and Senior Information Records Officer.

Essential Criteria

- CCAB-recognised qualification, financial acumen and demonstrable experience of managing budgets, which evidences an ability to comply with sector regulations and practices;
- Demonstrable experience of leading and managing people, with experience of working within multi-disciplinary teams, including HR, finance, IT, operations and contracts;
- Strong understanding of corporate management processes, including governance, risk management and business and corporate planning;
- Strong understanding of digital technologies and the development of digital strategies;
- Excellent interpersonal and relationship management skills, able to develop and maintain professional working relationships with colleagues, Commissioners and key external stakeholders;
- Strong understanding of the importance of delivering value for money and sustainability, and experience of identifying efficiencies and improvements to working practices;

Personal attributes

- Authentic, fair and inclusive leader, who operates with credibility and respect;
- Collaborative approach, fostering a strong sense of team;
- Consistency and fairness, with an ability to exercise good judgement;
- Strong attention to detail with an understanding of the importance of getting it right first time;
- Positive and inspirational in leading others through change;
- Capable communicator, able to deliver complex messages clearly in writing and orally;
- Strategic thinker, able to prioritise effectively and deliver results;
- Resilience to work in an environment of close public scrutiny.

Benefits

Salary

£79,909 per annum. Based on the Commission's Salary Matrix with a 3.1% increase to £82,368 after one year's service and locally agreed, annual cost of living rises.

Pension scheme

Automatically enrolled in the Civil Service pension scheme, which includes a valuable range of benefits. Employees will receive tax and National Insurance relief on their contributions. The current employer contribution rate is 28.97%.

We also offer the opportunity to join a non-contributory Partnership Pension Scheme instead. The current employer contribution rates range from 8% to 14.75% depending on age and will be matched by up to a further 3% if you choose to make contributions yourself.

Holidays

Attractive annual holiday entitlement starting at 32.5 days plus statutory bank holidays (pro-rata for part-time staff).

Performance management

Individual yearly and half yearly appraisals, learning and development plans matched to your agreed career objectives and progression plans.

Learning & development

A range of training courses relevant to the role as per the Training Matrix. Other opportunities are available for personal/professional development. We will pay for a professional membership relevant to the job.

Flexible working

Flexible working patterns.

Special leave

Paid time off in line with agreed policies for family emergencies, dependents and compassionate leave. Additional paid leave is available for employees taking part in public duties, trade union activities, special/trained forces and for health & safety representatives.

Occupational health

Access to health care benefits through Benenden Health, including GP consultations, diagnosis, treatment and follow ups. The cost of membership is fully covered by the Commission.

Eye care

Free eye tests for DSE users and support towards the cost of basic glasses if required for DSE work.

Flu vaccine

Annual free flu vaccination available for staff who wish to use it.

Season ticket loans

Annual interest free season ticket loans to enable you to travel to and from work.

Cycle to work scheme

A salary sacrifice scheme paid over 12 months to enable you to hire a bicycle and cycling equipment.

How to apply

Timeline

Close: Sunday 21st April 2024

Longlisting and preliminary interviews with Allen Lane: w/c 29th April 2024

Shortlist meeting: Tuesday 14th May 2024

Assessments: Monday 20th May 2024

Interviews: Wednesday 22nd and Thursday 23rd May 2023

How to apply

All applications should be sent to LGBCE@allenlane.co.uk.

In order to apply for the post, please submit:

- **Your CV** (max. 4 pages) in Word format, not PDF.
- **A personal statement** in Word format not PDF, limited to no more than 2 sides of A4, first stating your motivations to apply and then providing detailed evidence of the essential criteria listed on page 8.
- **A completed Diversity Monitoring Form** ([please complete via this link](#)). If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'. The information you provide when submitting your application will help us monitor our progress towards becoming a more inclusive employer.

If invited to interview you will be assessed on your experience as well as the criteria based on the job description, and you will also be asked to create a presentation based on a topic provided to you in advance.

Contact

Stephanie Robinson

Business Manager

07921 336 641

stephanierobinson@allenlane.co.uk

Allen Lane Recruitment

33 King Street, St James's

London, SW1Y 6RJ

www.allenlane.co.uk